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**INFORMATION SHEET  
FOR BUSINESS LICENCE  
CANCELLATION**  
(Mandatory information)

FILE: 4320-20 Business Licence

- Resident
- Non-Resident

DATE: \_\_\_\_\_ FORM COMPLETED BY: \_\_\_\_\_

CUSTOMER #: \_\_\_\_\_  RESIDENT BUSINESS  NON-RESIDENT BUSINESS

DISTRICT NOTIFIED VIA:  TELEPHONE CALL  MAIL  IN PERSON  FAX  EMAIL

DISTRICT NOTIFIED BY: \_\_\_\_\_  
(NAME OF BUSINESS OWNER OR REPRESENTATIVE)

DATE OF DISCONTINUATION: \_\_\_\_\_ FOR THE YEAR: 20\_\_\_\_\_

Name of business: \_\_\_\_\_

Business location: \_\_\_\_\_

Name of business owner(s) or representative: \_\_\_\_\_

Business phone: \_\_\_\_\_

***(This section for office use only)***

Distribution and Filing: (Tick box when done )

- Copy to Bylaw
- Original to Senior Finance Clerk
  - Inactivates Business Licence in Vadim
  - Attaches original form to original Business Licence documents and forwards to Records Clerk
- Records Clerk
  - Files combined documents